

Pre-Construction Design Manager

Position description | The Pre-Construction Design Manager is responsible for leading preconstruction design services at Greystone Construction. Must be able to manage the workload required amongst the team along with ability to draft using three-dimensional models and drawings using Revit and CAD software. Will be required to maintain working knowledge of their industry, apply industry specific drafting codes and standards, and create functional specifications of the designs assigned to them. Pre-Construction Design Manager also participates in meetings and works closely with Business Development Team, Pre-Construction Team, Project Managers and Clients to ensure quality documents for proposals and construction of Greystone Construction projects.

- Responsibilities** |
- Management**
 - Provide oversight and mentorship to drafting team
 - Assist in performance reviews
 - Evaluate and distribute workload based on priorities and project requirements
 - Ensures design team's salary costs are accurately expensed to the proper projects
 - Provides construction support as required throughout the project cycle
 - Design**
 - Designs architecturally and structurally efficient structures based on client and project requirements
 - Works within all divisions at Greystone including but not limited to: Commercial, Multi-Family Housing, Industrial, Fabric, Facility Solutions. Position requires exceptional skills in the Ag Industrial Building Division including dry / liquid fertilizer storage, flat grain storage, and seed / chemical warehousing
 - Incorporates operational construction efficiencies into project design
 - Produces construction level drawings that will be stamped by a 3rd party licensed design professional
 - Drafting**
 - Proficient in Revit and AutoCAD (both referred to as CAD below)
 - Prepares rendering and plans utilized in project proposals
 - Creates general arrangement drawings and incorporate third party equipment drawings into documents
 - Accurately prepares models to calculate product storage capacities
 - Prepares detailed drawings of architectural, structural, and general site plans per client's vision
 - Follows established technical specifications and guidelines to prepare drawings

Greystone Construction is an equal opportunity employer/contractor.

- Creates and maintains drawing details and building/equipment block libraries
- Transforms initial proposal product designs using computer aided design (CAD) into construction documents
- Uses CAD system to enter the required data, such as precise measurements and commands, to generate construction drawings, renderings, report graphics or other digital images
- Develops, organizes, and prepares a variety of complex layouts, drawings, and designs from written or verbal specifications, sketches and/or drawings
- Develops and maintains standards and symbols to meet specialized needs of a particular project or to facilitate or improve CAD utilization
- Utilizes CAD to redesign, modify or otherwise edit existing design
- Performs mathematical calculations necessary to complete design tasks
- Checks final drawing to verify completeness, clarity, and accuracy of drawing
- Assists in troubleshooting various CAD production technologies, including hardware and software
- Provides technical training to drafting personnel
- Performs work under limited supervision
- Performs additional tasks and responsibilities as needed by the business

Relationship Management

- Maintains relationships with licensed design professionals
- Demonstrates the ability to tactfully manage difficult situations
- Builds long lasting relationships with internal and external customers that are built upon trust and delivering results

Judgement & Decision Making

- Seeks guidance and direction as necessary for performance of duties
- Demonstrates good judgment in investigating problems
- Able to apply sound judgment and critical thinking skills to complex projects

Qualifications

- Associate degree in Architectural Drafting and two (2) years of computer-aided drafting experience, or a combination of education and/or experience may be considered
- Three (3)+ years Ag Industrial or industry experience preferred, but not required
- Proficient in Revit, AutoCAD, Sketch-up, Microsoft Office, and Bluebeam
- Must be able to interpret plans and shop drawings, land surveys, reports, and analyses
- Must have working knowledge of project scheduling techniques

Working Environment / Physical Activities:

- Must maintain regular and reliable attendance at a level acceptable to the company
- Must be capable of working on job sites on occasion where temperatures and noise level can fluctuate, and the ability to see, hear, and verbally communicate with co-workers and clients as needed

**About
Greystone**

At Greystone, we don't offer jobs. We offer careers. We offer ample opportunity for career advancement, rewarding work, and a family atmosphere. We offer an excellent benefits package to eligible full-time employees, including: competitive wages, 401(k) retirement plans, profit sharing and employer matching, health insurance with options for Health Savings Account (HSA) and Flexible Spending Account (FSA), dental insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

Greystone is a general contractor based in Shakopee, Minnesota with offices in Bismarck, North Dakota and Spirit Lake, Iowa. We provide design-build and general construction services to the commercial, industrial and agribusiness industries. We have been in business for 35 years and worked in 31 states.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. We also aren't afraid to have a little fun. Learn more at www.GreystoneConstruction.com.

How to apply

Fill out the form: [Apply to Work at Greystone Construction \(smartsheet.com\)](https://www.greystoneconstruction.com/apply)